

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL/MENTAL HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Effective March 1, 2014.

Mental Health Information is released in accordance with State and Federal laws and the ethics of the counseling profession.

Use and disclosure of protected health information for the purposes of providing services:

Providing treatment services, collecting payment and conducting healthcare operations are necessary activities for quality care. State and federal laws allow us to use and disclose your health information for these purposes.

TREATMENT Use and disclose health information to:

- Provide, manage or coordinate care
- Consultants
- Referral sources

PAYMENT Use and disclose health information to:

- Verify Insurance coverage
- Process claims and collect fees

HEALTHCARE OPERATIONS Use and disclose health information to:

- Review of treatment procedures
- Review of business activities
- Certification
- Staff Training
- Compliance and licensing activities

OTHER USES AND DISCLOSURES WITHOUT YOUR CONSENT

- Mandated Reporting
- Emergencies
- Criminal Damage
- Appointment scheduling
- Treatment alternatives
- As required by law

CLIENT RIGHTS:

Right to release your medical records

- Written authorization to release records to others
- Right to revoke release in writing
- Revocation is not valid to the extent that you have acted in reliance on such previous authorization

Right to inspect and copy your medical billing records

- Right to inspect and copy records
- Counselor may deny this request
- Charges for copying, mailing will be incurred

Right to add information or amend your personal records

- May request amend record
- Number of days to decide
- May deny the request
- If denied, right to file disagreement statement
- Disagreement state and your response will be filled in the record
- Amendment request must be in writing

Right of Accounting of disclosures

- For a six year period beginning with date came into compliance (4/14/03)
- Exceptions:
 - Disclosure for treatment, payment, or healthcare operations
 - Disclosures pursuant to a signed release
 - Disclosure made to client
 - Disclosures for national security or law enforcement

Right to request restrictions on uses and disclosures of your healthcare information

- Must be in writing
- You are not obligated to agree

Right to Complain

- Please contact me first
- If not satisfied, right to complain to the U.S Dept of Health & Human Services

Right to receive changes in policy

- May request any future changes
- Request to privacy officer